



INCORPORATED VILLAGE OF LAKE GROVE  
OFFICE OF THE FIRE MARSHAL  
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LGVFM103 rev7 2010

### PERMIT APPLICATION

☐ Initial ☐ Re-submittal

- ☐ Fire Alarm Installation or modification.  
☐ Sprinkler system Installation or modification.  
☐ Fixed Suppression System Installation.  
☐ Hood and Duct System installation.  
☐ Construction/Alteration (commercial only)

- ☐ Propane/Natural Gas Installation-Residential  
☐ Propane/Natural Gas Installation-Commercial  
☐ Fireworks  
☐ Firestopping  
☐ Special Event/Other:

#### Project Type

- ☐ New Construction ☐ New System  
☐ Renovation ☐ System modification

#### Occupancy Type

- ☐ Commercial ☐ Residential ☐ Non-Structural

Date of application:

Job Name:   
Job Location:   
Property owner:

Applicant Name:   
Applicant Address:   
City:  State:   
Zip Code:  Phone:

Applicants Rep responsible for project (Print Name):

Applicant rep e-mail address:

By printing and signing my name to this form, I state that I have completed all required paperwork and answered all questions truthfully, knowing that providing false/inaccurate information is a violation of Section 210.45 of the New York State Penal Law for which I can be fined and or arrested.

I am also aware that this information is required to be filed under Village of Lake Grove Code 89-14A and failure to do so can result in this business being a issued criminal summons and/or shut down.

Applicant Name:

Signature:

#### NOTES:

1-If approved, this permit is issued and accepted on condition that the provisions of the Code of the Incorporated Village of Lake Grove and any/all additional codes, laws or requirements of the type of work being specified on this application are fully complied with. Any violation of said codes, laws requirements or specifications will result in the immediate revocation of this permit. No responsibility rests upon the Incorporated Village of Lake Grove, the Fire Marshal, any Fire Department or Fire District by reason of this permit.

2-If any field of this application is left blank, it will be rejected and you will be responsible to repay the review fee. If you have a question while completing the form, contact this office for assistance.

3-One permit type per application. See page two for instructions

4-Submitting this application does not grant you the right to start any work until such time as you receive written approval from this Office. Any deviation from this will result in legal action against all involved parties.

Office Use Only

Status

Fee Paid:

All W/C paperwork submitted:

Check/Receipt #:

☐ Approved ☐ Denied

FM Reviewing:

Date approved/rejected:

Date mailed:

**APPLICATION INSTRUCTIONS** This application should be filled out and filed only after reviewing the requirements for the specific type of permit you are applying for. We strongly urge you to read through all of the instructions PRIOR to submittal in order to minimize the the potential for rejection based on an incomplete application. **Please note that if you leave any required fields blank, the application will be rejected.** All submittal guidelines are available for download from the village website at [www.lakegroveNY.gov](http://www.lakegroveNY.gov).

**NOTE: As of September 1, 2007** No applications of any kind will be processed unless the required New York State Worker's Compensation paperwork is submitted with it. **NO EXCEPTIONS.** This is not a village law, it's NYS Law.

**FIRE ALARM PLANS:** Submittal must include 3 sets of printed stamped plans, 1 electronic copy of the plans either on a DVD. CD or Memory Stick and in PDF FORM. You must also include a postage paid self addressed mailing container appropriately sized to return plans and a fee of \$400.00. Fee covers initial review and one inspection.

Any failure or rejection will require an additional fee. ***Note: Download the Fire Alarm Plan Submittal document to ensure that your submission meets all criteria.***

**CENTRAL STATION UPDATING/CHANGE:** If you are only submitting to update or change a central station monitoring company, all that is needed is a statement on letterhead indicating the expected date of the change, reason for the change and the name, address and telephone number of the old and new central stations.

In addition, the new central station must submit in writing on their letterhead, a compliance letter as per item 20 on pages 3 and 4 of the Fire Alarm Plan Submittal document.

If you fail to submit any part of this, it will be rejected.

**SPRINKLER PLANS:** Submittal must include 2 sets of printed stamped plans, 1 electronic copy of the plans in PDF FORM on DVD/CD or Memory Stick, calculation sheets, elevation/reflected ceiling diagram, postage paid self addressed mailing container and a fee of \$400.00. Fee covers initial review and one inspection.

Any failure or rejection will require an additional fee. ***Note: Download the Sprinkler Plan Submittal document to ensure that your submission meets all criteria.***

**FIXED SUPPRESSION/HOOD AND DUCT SYSTEM PLANS:** Submittal must include 2 sets of printed stamped plans, 1 electronic copy of the plans in PDF FORM on DVD/CD or Memory Stick, cutsheets, a valid copy of the installers Suffolk County Fire Extinguisher License, postage paid self addressed mailing container and fee of \$400.00. Fee covers initial review and one inspection.

Any failure or rejection will require an additional fee. ***Note: Download the Fixed suppression Plan Submittal document to ensure that your submission meets all criteria.***

**PROPANE GAS INSTALLATION PLANS RESIDENTIAL:** Submittal must include 2 sets of printed Plans, postage paid self addressed mailing container and fee of \$200.00. Fee covers initial review. Any failure or rejection will require an additional fee. **Note: Download the LP Residential gas submittal criteria document to ensure that your submission meets all criteria.**

**The Lake Grove Fire Marshals Office does NOT review plans for RESIDENTIAL natural gas system installations. These type of jobs are to be submitted to the Lake Grove Building Department.**

**PROPANE/NATURAL GAS COMMERCIAL SYSTEM PLANS:** Submittal must include 2 sets of printed stamped plans, 1 electronic copy of the plans in PDF FORM on DVD/CD or Memory Stick, cutsheets, postage paid self addressed mailing container and fee of \$400.00. Fee covers initial review and one inspection. Any failure or rejection will require an additional fee.

**FIRESTOPPING PLANS AND INSPECTION** Submittal must include 2 copies of a diagram indicating all areas to be sprayed including voids, pipe recesses and chases, wiring routes etc. Applicator must also provide a valid certification from the manufacturer of the product and datasheets for all products to be used. Submittal must also include all UL firestop system datasheets that you intend to work off of.

You must also submit a postage paid self addressed mailer so we can return the plans and a fee of \$400.00. Fee covers initial review and one inspection. Any failure or rejection will require an additional fee. **Note: Download the Firestopping submittal criteria document to ensure that your submission conforms.**

**CONSTRUCTION/ALTERATION PLAN SUBMITTAL** Submittal must include 2 copies of stamped plans, 1 electronic copy of the plans in PDF FORM on DVD/CD or Memory Stick. You must also submit a postage paid self addressed mailer so we can return the plans and a fee of \$400.00. Fee covers initial review and one inspection.

Any failure or rejection will require an additional fee. **Note: Download the Construction Plan submittal criteria document to ensure that your submission conforms.**

**FIREWORKS:** Submittal must include site diagram, FAA approval, property owner approval, device inventory list, technician medical and qualification, sponsor information, insurance binder and any other added documentation requested by this office. Fee is \$100.00 plus reimbursement to the village for a fire marshal to be present .

**Special Events/Other:** Contact the Fire Marshals office for instructions fees and requirements before filing application.